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**AD HOC COMMITTEE  
OF THE  
TECHNOLOGY SERVICES BOARD  
DEPARTMENT OF TECHNOLOGY SERVICES**

**PUBLIC MEETING MINUTES  
September 10, 2008**

The Ad Hoc Committee of the Technology Services Board (TSB) met in open session, pursuant to the provisions of the Bagley-Keene Open Meeting Act, at approximately 2:30 p.m., in the Leonard Carter Conference Room at the State and Consumer Services Agency, located at 915 Capitol Mall, Sacramento, California 95814.

**1. Call to Order**

Chairperson Teri Takai called the meeting to order at 2:40 p.m.

Roll Call was completed:

1. Teri Takai, State Chief Information Officer (present)
  2. Michael Genest, Director, Department of Finance  
(Substituting for Fred Klass was Richard Gillian - present)
  3. John Chiang, State Controller  
(Designee Jim Lombard - present)
  4. A. G. Kawamura, Secretary, Department of Food and Agriculture  
(Designee Davood Ghods - present)
  5. Kim Belshé, Secretary, California Health and Human Services Agency  
(Designee Carlos Ramos - absent)
  6. Thomas Johnson, Secretary, Department of Veterans Affairs  
(Designee Terry Coyle - absent)
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## **2. Approve August 1, 2008 Meeting Minutes – Action Item**

There was a motion to adopt the August 1, 2008 TSB Ad Hoc meeting minutes as presented, the motion was seconded, and it was unanimously approved.

## **3. DTS Rate Benchmarking Update – Discussion Item**

Zahid Masood, Dean Oyama and Vicky Gentry, of Western Telecommunication Consulting, Inc., (WTC) presented a status of their benchmarking efforts for the Department of Technology Services' (DTS) Baseline Costs for three lines of business: Networking, Open Systems and Storage. Mr. Masood explained their data collection process and reviewed Baseline Costs data collected to date. Once the data collection is completed, WTC will indicate whether DTS is under collecting or over collecting.

Mr. Oyama reviewed the process, participants and questions relating to benchmarking, and detailed some of the issues WTC is encountering. Mr. Oyama also described how WTC will provide meaningful data given the differences in data available from other California agencies, other states and selected corporations. In order to compare like services, WTC will “normalize” the data for DTS, based on application of several rate methodologies. They will also make recommendations for alternate methods of charging for services and recovering costs in the future. Completion will include baseline and benchmarking research and selection of two alternative rates. These findings will be present at the November 7, 2008 TSB meeting.

A discussion ensued and Davood Ghods provided feedback from some smaller departments that they may want less robust services than larger departments. State Chief Information Officer Teri Takai and Department of Technology Services Director P. K. Agarwal offered additional commentary.



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#### **4. Public Comment**

There was no public comment.

#### **5. Meeting Adjournment**

The meeting was adjourned at approximately 3:57 p.m.